**Roles and Responsibilities**

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| **Role** | **Major Responsibilities** |
| **Executive Committee Chairman** | * Representative of the client
* Head of the Executive Committee that is responsible for final approvals of all project stages
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| **Project Sponsor** | * Make decisions on key project issues
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| **Executive Sponsor** | * Representative of the sponsor
* Representative of the client when not available
* Primary point of contact representing user requirements
* Support Project Manager in coordinating and validating user requirements and requests for changes (change orders)
* Attend all design meetings, review meetings, procurement activities and meetings, Executive Committee meetings, and final approval meetings
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| **Project Manager** | * Prepare Project Management Plan
* Ensure project is managed properly to achieve project goals and successfully complete deliverables
* Mentor and coach Project Team members
* Coordinate between different teams and stakeholders
* Forecast and prevent issues before they develop and resolve any existing issues and disputes
* Negotiate change orders and process them
* Attend all meetings related to project
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| **Admin Assistant** | * Develop, prepare, and distributing reports
* Assist in all administrative matters and office work related to project
* Support Project Team
* Ensure office and staff follow established procedures including employee orientation and training
* Distribute mail across Project Team members
* Coordinate vehicle uses in project activities
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| **Project Analysts Head** | * Lead team that consists of Planner, Scheduler, Cost Controller, and Coordinator
* Responsible, with his group, for project documentation, performance measuring, project status reporting, and schedule analysis and reporting
* Responsible with his team for risk identification and analysis
* Responsible with his team for budget reporting and payments
* Coordinate with Management Consultant Team to ensure conformance to all project requirements and specifications and compliance with all project quality standards
* Ensure compliance with provincial and federal laws and regulations
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| **Designing Engineers Head** | * Coordinate with Project Team and other stakeholders to identify project requirements and specifications
* Lead a team of Design Engineers responsible for site civil, electrical, mechanical, networking, and IT plans and designs based on project requirements and specifications
* Provide cost estimates
* Performs regular site visits
* Support Management Consultant Team for quality audits
* Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations
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| **Technicians Head** | * Lead a team of Technicians responsible for networking and IT equipment installations as well as supporting vendors and subcontractors
* Coordinates project activities at site
* Monitor progress of construction and equipment installation to ensure conformance to all project requirements and specifications and compliance with all project quality standards
* Support Management Consultant Team for quality audits
* Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations
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| **Contract Officer** | * Representative of Contracts and Purchasing department
* Responsible for all contractual obligations
* Attend all procurement activities and meetings and conduct RFP process
* Coordinate with Project Analysts Head to ensure conformance to all project requirements and specifications and compliance with all project quality standards
* Ensure compliance with provincial and federal laws and regulations as well as compliance with environmental and safety regulations
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